

## REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Alpha by Type of Employee by Directorate

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

☒ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

monthly

6. DISTRIBUTION (No. of components not  
number of copies)

5

7. FORMAT (memorandum, form  
computer print-out, etc)  
computer

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☐ NO

311A

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Ex. Dir-Compt memo, 24 Sept 1968

10. PREPARING COMPONENT (include lowest level  
contributing information to report)

CPD

11. FEEDER REPORTS (State total number and identify by Title,  
Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR

## B. COSTS OF COMPUTER PRODUCED REPORTS

OCS cost - .03 per page - 183	\$5.49	12	\$65.88
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## TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,  
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provide basic information required to manage and control Agency non-staff personnel.  
First report December 1968, Executive Director-Comptroller established requirement.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

☒ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

9 October 1970

ING INFORMATION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160086-6

Chief, Contract Personnel Division

18. EXTENSION

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